

MEMORANDUM OF UNDERSTANDING
BETWEEN
COMMANDER NAVAL RESERVE FORCE
COMMANDER NAVAL SURFACE RESERVE FORCE
AND

COMMANDER SUBMARINE FORCE, U.S. ATLANTIC FLEET
COMMANDER SUBMARINE FORCE, U.S. PACIFIC FLEET
DIRECTOR SUBMARINE WARFARE (OPNAV N87)
COMMANDER UNDERSEA SURVEILLANCE

FOR ADMINISTRATIVE CONTROL AND ADMINISTRATIVE/LOGISTIC SUPPORT
OF RESERVE UNITS/PERSONNEL ASSIGNED TO
THE SUBMARINE AND IUSS RESERVES

1. Purpose. To delineate the responsibilities of Commander Naval Reserve Force (COMNAVRESFOR), Commander Naval Surface Reserve Force (COMNAVSURFRESFOR) and their subordinates, and the U.S. Navy's major Submarine Force Commands, Commander Submarine Force, U.S. Atlantic Fleet (COMSUBLANT), Commander Submarine Force, U.S. Pacific Fleet (COMSUBPAC), and Director Submarine Warfare (OPNAV N87) and their subordinates, plus Commander Undersea Surveillance (COMUNDERSEASURV) and its subordinates, for the administration and support of Reserve units and Reserve personnel assigned to Naval Reserve Program 1 (comprised of the Submarine Reserve and the Integrated Undersea Surveillance System (IUSS) Reserve).

2. Background. This Memorandum of Understanding (MOU) formalizes the results of a year long study to determine how the Submarine Reserve could become a fully integrated part of the U.S. Navy's Submarine Force, evolving from what is now essentially a separate support organization under the Naval Surface Reserve Force. This study was initiated by simultaneous tasking from COMNAVSURFRESFOR and OPNAV N87 -- the first as part of the Submarine Reserve Vision Division's input to the Naval Reserve's Vision of the Force to 2020, and the second as part of the Submarine Force Strategic Planning process. These efforts led to a request from COMSUBLANT, COMSUBPAC, and OPNAV N87 to COMNAVRESFOR and COMNAVSURFRESFOR in June 1997 to charter a Working Group to implement the recommendations of the Vision Division. COMNAVSURFRESFOR chartered a Working Group under RADM J. Till in July 1997, with direction to recommend programmatic changes for the seamless integration of the Submarine Reserve into its parent commands (note: the term "parent command" is used here in place of the existing term "gaining command"). The Submarine Force request is attached as Enclosure 1; the response and charter as Enclosure 2.

Key process and organizational changes are established by this MOU to allow implementation of the New Vision for "One Submarine Force." The primary goal of this MOU is to integrate Reserve Program 1 into the Atlantic and Pacific Fleets, reporting directly to the three Undersea Warfare Type Commanders (TYCOMs): the two Submarine TYCOMs (COMSUBLANT and COMSUBPAC), and COMUNDERSEASURV, and their subordinate commands. This goal is fully supported by the leadership of the Submarine Force, the Naval Reserve Force, the IUSS, and the Fleet CINCs. The secondary goal of this MOU is to implement the findings of the Vision Division initiative, establishing a mechanism to collect insights and lessons learned, and to serve as a "pilot" for testing many of the recommendations that came from both the Submarine Reserve Vision Division and other Reserve program Vision Divisions.

3. Expected Benefits. The most direct benefits from the new approach will be greatly improved flexibility to respond to parent command requirements and to effectively plan and manage limited discretionary training funds to meet the highest priority requirements for Reserve support. The new organization will allow the Submarine Force and IUSS leadership to use their Reserve resources to respond to emergent requirements, even when no additional funds are immediately available, by selecting which future planned activities can be postponed or covered by revised tasking, while ensuring the Reserves stay within budget constraints.

Other benefits are expected to result from the new reporting relationships, including improved accountability and performance. Reserve unit Commanding Officers will report directly to their parent commanders on all Undersea Warfare-related training, readiness, and support matters. The parent commander will become the regular reporting senior for the Reserve unit Commanding Officer. Reserve unit Commanding Officers will receive administrative support from, and report for Additional Duty (ADDU) to, their Reserve Center (RESCEN) Commanding Officers (or Readiness Commanders), on all training, readiness, and administrative matters not in direct support of the Submarine

Force (e.g., Physical Readiness Training (PRT), medical readiness). Unit Commanding Officers will be held accountable for their performance, and the performance of their units, in those areas where each reporting senior has a direct stake in Reservists' success. Likewise, Submarine Reserve Flag Officers will be held accountable for the overall performance of the Submarine Reserve by the TYCOMs and by COMNAVSURFRESFOR within their respective areas of authority and responsibility.

4. Delegation of Authority to the Undersea Warfare Forces.

This section specifies the authority over assigned Reserve Component (RC) forces that will be assumed by the Submarine Force (i.e., COMSUBLANT, COMSUBPAC and OPNAV N87) and by COMUNDERSEASURV; and which authority remains with COMNAVRESFOR and its subordinate commands. The formal basis for this shift in authority, which relates to Administrative Control (ADCON), is detailed in Addendum A.

Coordinating Authority. The successful implementation of this MOU is based largely on the delegation of authority by both COMSUBLANT and COMNAVSURFRESFOR to the Director, Submarine Reserve, as discussed in Addendum A. Director, Submarine Reserve will act as the Coordinating Authority for implementation of responsibilities shifted under this MOU from COMNAVRESFOR to the Submarine Force, and be accountable to both for the exercise of those responsibilities. Director, Submarine Reserve will delegate most of these responsibilities, as they relate to the Pacific Area of Responsibility (AOR), to Deputy COMSUBPAC, and will delegate other responsibilities to N87R. He will also delegate some responsibilities to a designated senior officer reporting to COMUNDERSEASURV. Assistance in carrying out these responsibilities will be provided by Full Time Support (FTS) and Selected Reserve (SELRES) staff assigned to COMSUBLANT, COMSUBPAC, OPNAV N87 and COMUNDERSEASURV.

a. ADCON Authorities over the RC Forces Assigned to the Undersea Warfare Forces.

The following responsibilities will come under COMSUBLANT, COMSUBPAC, OPNAV N87, and COMUNDERSEASURV.

(1) All Submarine and IUSS Reserve unit Commanding Officers (COs) (who mobilize to COMSUBLANT, COMSUBPAC, OPNAV N87, COMUNDERSEASURV, and their subordinate commands) will report directly to their parent commands. Orders for unit Commanding Officers will specify this primary reporting relationship. Deputy COMSUBLANT and Deputy COMSUBPAC may provide comparative assessments of individual unit CO performance against their peers, based on a set of generic program criteria applied consistently to all Reserve unit COs. The Undersea Warfare TYCOMs will issue guidelines to subordinate commands and ensure compliance with Reserve unit CO Fitness Report (FITREP) procedures. Additional details on FITREP responsibilities and procedures are provided in Addendum B.

(2) Submarine Reserve Flag Officers will be assigned to COMSUBLANT, COMSUBPAC, and OPNAV N87, and will exercise Coordinating Authority for Reserve Program 1 on behalf of the Submarine Force and Naval Reserve Force leadership, taking policy direction from both. (Note: a Submarine Reserve Flag Officer is often assigned to USSTRATCOM as Mobilization Assistant, but this billet is not part of Program 1.) These Submarine Reserve Flag Officers will be responsible for achieving full integration of Submarine Reserves into the Submarine Force, and will adapt and codify the current informal systems for Program 1 coordination as needed to carry out their responsibilities. The key elements of this Reserve coordination organization will be the FTS personnel assigned to each TYCOM, other FTS assigned to subordinate commands, the Reserve unit Commanding Officers of the designated Program Coordinating units (PCUs) for COMSUBLANT and COMSUBPAC (CO NR COMSUBLANT Det 306 & COMSUBPAC Det 320), staff officers to these Reserve Flags or PCUs, the CO of OPNAV N87 Det 106, and Battle Group Staff (BGS) Directors.

(3) Undersea Warfare Force parent commands will assume responsibility for the training and readiness of all assigned RC forces, including development and approval of Individual Training Plans (ITPs), to meet the full spectrum of operational requirements, including the circumstances of mobilization, crisis response, and peacetime contributory support. This does not include physical readiness and non-Undersea Warfare-related training, as discussed below, which remain the responsibility of COMNAVRESFOR. Although Undersea Warfare Forces will assume responsibility for establishing the criteria and carrying out the training necessary to assure readiness, they may continue to utilize some of the existing tracking and reporting systems under COMNAVRESFOR.

(4) Undersea Warfare Forces will assume greater responsibility for structuring its Reserve units and greater control over specifying the type, priority, timing, and qualifications of personnel reporting to their commands. This greater involvement, a shared responsibility with COMNAVSURFRESFOR, includes participation in the detailing of unit COs, other officers, and enlisted personnel. The Submarine Force will implement procedures in 1998 to better support the 1999 National Screening and Detailing Board, and to formally support Submarine Reserve Flag participation in the detailing phase of the National Screening and Detailing Board for 2000 and beyond. The Submarine Force will also conduct a study of FTS manning, to clarify responsibilities and optimize placement of resources. The Submarine Force will request full manning of its existing FTS billets. The Submarine Force will undertake any required reviews with respect to new missions, tasks, and functions as a result of this MOU, and determine revised manpower requirements and availability of compensation. It is essential that all parties maintain close coordination on these manpower issues, both during and following the period of this pilot implementation.

(5) Undersea Warfare Forces will exercise direct responsibility and control over the planning, prioritization, and internal allocation of discretionary training funds (RPN: Active Duty for Training (ADT), Inactive Duty Training Travel (IDTT); and MPN: Active Duty for Special Work (ADSW)). They will have decision authority over the use of these funds, within a set budget established by annual negotiation with and allocation from the Fleet CINCs (for ADT and ADSW) and COMNAVRESFOR (for IDTT), and subsequent potential adjustments to that allocation. Undersea Warfare Forces will prioritize the use of these funds based on both training and Peacetime Contributory Support (PCS) requirements that cannot be met via the primary sources of training funds provided to Reservists (Annual Training (AT), and Inactive Duty Training (IDT)). For the duration of this pilot implementation, Undersea Warfare Forces will continue to rely on COMNAVRESFOR, its subordinate commands, and their established accounting systems, for actual travel orders, airline ticketing, reimbursement, and travel claim liquidation, as required. The TYCOMs will provide approval for AT/ADT/IDTT to REDCOMs or RESCENs for the purpose of writing travel orders, and will issue internal guidelines for staff and subordinate commands for managing Reserve orders, travel, and related financial resources.

(6) Undersea Warfare Forces will assume direct responsibility for the monitoring and reporting of overall Submarine and IUSS Reserve readiness, training, and PCS. It is essential for the success of this new reporting relationship that the Undersea Warfare Forces have accurate and timely quantitative measures of the performance and performance trends of its assigned Reserves, based on criteria that are directly relevant to them. It is equally essential that the Naval Reserve have some basis for evaluating the merits of this improved reporting relationship for broader application to other Naval Reserve programs. All commands affected by this MOU will be asked for increased efforts in monitoring, reporting, and feedback of lessons learned, and are expected to support this effort fully, based on these critical evaluation needs. In the case of readiness reporting, Undersea Warfare Forces initially will utilize existing COMNAVRESFOR reporting systems. For PCS reporting, the Undersea Warfare Forces will use their own reporting system, providing those reports to COMNAVRESFOR as the sole PCS input from Program 1.

Note: Guidelines to Submarine and IUSS Force Active and Reserve commands with specific responsibilities for the above ADCON authorities will be provided in an expanded Revision D to COMSUBLANT/COMSUBPACINST/COMUNDERSEASURV 1570.2, which will be issued within six months of the effective date of this MOU to specify responsibilities including planning and managing resources, tracking and reporting readiness, training and PCS.

b. ADCON Authorities over the RC Forces Retained by the Naval Reserve.

(1) COMNAVRESFOR and its subordinate commands will continue to be relied upon for the administrative support they have traditionally provided, and will retain full responsibility for administrative support of the Submarine and IUSS Reserve. Such matters include reserve pay, mobilization, medical, dental, and physical readiness, drug and alcohol screening programs, completion of fitness reports and evaluations, discipline while on inactive duty, command inspection, retention, promotion and advancement, personnel records maintenance, order writing, and training outside the realm of Undersea Warfare Forces (e.g., General Navy Training, Leadership Continuum, Advanced Pay Grade training, Naval Reserve participation in national selection boards and national training opportunities such as Naval War College). Some existing Naval Reserve processes (e.g., for orders and travel, readiness reporting) will be utilized as a support service, even though decision authority for these matters will shift to Undersea Warfare Forces. When Reservists cannot drill with their parent command, reliance on local RESCENs for support will continue, much as it exists today.

(2) Reserve center COs will remain responsible for supporting and evaluating the performance of Submarine and IUSS Reserve unit COs on all matters of administration, readiness and training, as discussed above.

COMNAVSURFRESFOR and subordinate commands will issue orders to unit COs that specify the reporting relationships, and guidance to REDCOM Commanders and RESCEN COs on proper handling of FITREPs for Reserve unit COs. REDCOM Commanders or RESCEN COs will submit to parent commanders ADDU FITREPs on Submarine and IUSS Reserve unit COs, as detailed in Addendum B.

(3) In order to implement these increased responsibilities, Undersea Warfare parent commands will rely extensively on Submarine Reserve leadership and assigned FTS personnel for staff support in planning and execution. COMNAVRESFOR will encourage BUPERS to make it a priority to assign 1125 SELRES Flag Officers to the key leadership billets, and to support full manning for the eighteen FTS billets currently authorized for submarine commands.

(4) COMNAVRESFOR or COMNAVSURFRESFOR, working with the Fleet CINCs, will support efforts to create a fair-share (pro-rata) allocation of discretionary training funds (ADT, IDTT, and ADSW) from Fleet CINCs to the Undersea Warfare Forces for use by their Reservists. CSL/CSP/CUS/OPNAV N87 will further prioritize these funds to meet operational requirements, with processes in place to assure expenditures remain within the overall allocation from COMNAVSURFRESFOR. COMNAVSURFRESFOR and subordinate commands will continue to manage order writing and ticketing with approval authority from the TYCOMs.

(5) Starting in POM-00, COMNAVRESFOR or COMNAVSURFRESFOR will, in cooperation with OPNAV N87, N095, and the TYCOMs, establish two new Program Elements for RPN (ADST) and MPN (ADSW), to give Resource Sponsors the ability to program additional funds for increased use of the Naval Reserve, whether it be for increased Fleet Contributory Support (ADST – exercise support, fleet operations, etc.) or Special Mission projects and/or real world contingency operations support (ADSW). OPNAV N87 may add resources to these Program Elements as appropriate, which would allow for increased use of Submarine and IUSS Reserves. In addition, COMNAVRESFOR and/or COMNAVSURFRESFOR will explore the feasibility of a similar program element (funding line) for IDTT. It is recognized that to a limited degree, the current ADSW process and “train-the-trainer” funding mechanisms might be used to meet some of these needs in the near term. But neither is easily accessible to respond to emergent requirements, and neither allows for direct active duty funding of IDTT.

Note: Guidelines to REDCOMs and RESCENs with specific responsibilities for the above ADCON authorities will be provided in a new COMNAVSURFRESFORINST within six months of the effective date of this MOU.

c. ADCON Responsibilities Shared by Undersea Warfare Forces and the Naval Reserve.

The above delineation of responsibilities is not exhaustive, nor is it intended to be inflexible, as lessons are expected to be learned during implementation. As areas of uncertainty emerge regarding responsibility, Undersea Warfare and Naval Reserve leadership should resolve questions based on this criterion:

That ADCON should reside in the Active or Reserve chain of command, based on which has the greatest knowledge, capability, and vested interest in that area or function.

Some functions, primarily in manpower areas, will be coordinated or jointly managed by Undersea Warfare Forces and COMNAVRESFOR/COMNAVSURFRESFOR. For example, the senior officer detailing process will utilize the existing COMNAVSURFRESFOR selection process, but Undersea Warfare Forces will be given greater opportunity to provide recommendations, in order to achieve better skill matches to unit needs, and better overall community career management. Other functions that will be shared between Undersea Warfare Forces and the Naval Reserve Force include awards and recognition, and establishment, disestablishment, structuring and location of units.

5. Implementation.

This MOU will become effective immediately upon last signature. CINCLANTFLT and CINCPACFLT were briefed and concurred with the MOU. It is assumed that both Fleet Commanders will have a high level of interest in this improved organization and Reserve management process, and will be kept informed as lessons are learned and conclusions reached.

It is important for the success of this New Vision for the Submarine and IUSS Reserves that implementation be completed as soon as possible. This is essential to achieving the quantum improvements in Reserve performance and

support of Undersea Warfare Forces that are expected to result from these changes, and to supporting use of this model, consistent with the One Navy Policy, for eventual expansion to other non-hardware Naval Reserve programs.

This MOU will be reviewed and modified as needed with approval of the signatory commands. After five years, the MOU and implementing guidance will be reviewed for any needed changes, and will remain in effect until otherwise canceled, if no changes are required.

(original signed)

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13 May 1998

Date of last signature

Addendum A: Command Authority Policies and Definitions

Addendum B: Fitness Reports on Unit Commanding Officers

Enclosures:

- (1) 4 June 97 letter from COMSUBLANT/COMSUBPAC/OPNAV N87, "Transition to One Submarine Force"
- (2) 22 July 97 letter from COMNAVSURFRESFOR, "Request for Establishment of Vision Division Working Group"

ADDENDUM A TO:

MEMORANDUM OF UNDERSTANDING
BETWEEN
COMMANDER NAVAL RESERVE FORCE
COMMANDER NAVAL SURFACE RESERVE FORCE
AND

COMMANDER SUBMARINE FORCE, U.S. ATLANTIC FLEET
COMMANDER SUBMARINE FORCE, U.S. PACIFIC FLEET
DIRECTOR SUBMARINE WARFARE (OPNAV N87)
COMMANDER UNDERSEA SURVEILLANCE

FOR ADMINISTRATIVE CONTROL AND ADMINISTRATIVE/LOGISTIC SUPPORT
OF RESERVE UNITS/PERSONNEL ASSIGNED TO
THE SUBMARINE AND IUSS RESERVES

RELATED TO COMMAND AUTHORITY POLICIES AND DEFINITIONS

1. Combatant Commanders (e.g., CINCACOM, CINCPAC) exercise Combatant Command (COCOM) Authority over assigned active forces at all times and over assigned Reserve Component (RC) forces when mobilized or ordered to active duty (other than for training). It includes the authority to exercise or delegate Operational Control (OPCON) of assigned forces.

2. SECNAV is responsible for the internal organization, training, logistics, readiness, control of resources and equipment, mobilization, demobilization, administration, support, and discipline of all assigned forces, including the RC [SECDEF Assignment of Forces Memorandum, 6 SEP 96]. SECNAV has delegated these Administrative Control (ADCON) responsibilities as they relate to the Naval Reserve during peacetime, to COMNAVRESFOR. COMNAVRESFOR has delegated various specific responsibilities to COMNAVSURFRESFOR, REDCOMs, and local RESCENs, which exercise ADCON over Submarine and IUSS Reserve units. Thus, Combatant Commanders and subordinate operational commanders currently do not have direct command authority over Reservists during peacetime. An exception to this is made for overseas active duty for training or inactive-duty training, where combatant commanders exercise OPCON of RC forces within their geographic areas (all Areas of Responsibility (AORs) except CONUS, Hawaii, Alaska, Puerto Rico, and US territories).

3. However, the SECDEF Memorandum cited above does establish formal roles and responsibilities for Component Commanders over Naval Reservists during peacetime:

“As a matter of DOD policy, the authority that combatant commanders may exercise over assigned RC forces when not on active duty and when on active duty for training is Training and Readiness Oversight (TRO). Combatant Commanders will normally exercise TRO over assigned RC forces through their Service component commanders. TRO includes the authority to:

- (1) Provide guidance to Service component commanders on operational requirements and priorities to be addressed in Military Department training and readiness programs.
- (2) Comment on Service component program recommendations and budget requests.
- (3) Coordinate and approve participation by assigned RC forces in joint exercises and other joint training when on active duty for training or performing inactive duty training.
- (4) Obtain and review readiness and inspection reports on assigned RC forces.
- (5) Coordinate and review mobilization plans (including post-mobilization training activities and deployability validation procedures) developed for assigned RC forces.”

4. SECNAV and Combatant Commanders (e.g., U.S. Atlantic Command) have incorporated the TRO concept into their instructions. USACOM has quoted the above definition, and has provided further guidance on the TRO concept in its USACOMINST 3500.3 (14 Mar 97):

“USCINACOM has TRO responsibility for all assigned RC forces as provided by reference (a) [SECDEF Memorandum cited above]. TRO provides Combatant Commanders authority to influence RC training and readiness and budgetary programs in anticipation of acquiring COCOM of RC units when mobilized or when ordered to Active Duty other than for training. TRO is an enabling tool for the CINC to enhance RC readiness, with the goal of timely, seamless integration of Reserve units into joint organizations. Ultimately, in an increasingly constrained resource environment, all forces must demonstrate their relevancy to executing the National Military Strategy. Training and Readiness Oversight moves us in this direction.”

To exercise TRO, USACOM also directed that “... each [active] component should assure it has established adequate lines of authority with its Reserve Component Commands.” Hence, assumption of certain ADCON authorities over their RC by COMSUBLANT, COMSUBPAC, OPNAV N87, and CUS fully supports this responsibility to the combatant commander for TRO, and conforms to the training, readiness, and financial management portions of peacetime ADCON that the Submarine Force will assume.

5. Based on the above command relationships and other considerations, the four primary bases for shifting certain command authorities from COMNAVRESFOR and its subordinate commands to the Undersea Warfare TYCOMs and their subordinate commands are:

- SECNAV’s broad latitude in delegating its responsibilities for RC forces between COMNAVRESFOR and active component commands;
- The TRO responsibilities already assigned to active component commands;
- The flexibility COMNAVRESFOR can exercise under a pilot program to demonstrate alternate command relationships for broader application to the Naval Reserve;
- The flexibility available to both COMNAVRESFOR and the Submarine Force to shift and delegate authorities to the position of responsibility over which they both exercise authorities: Director, Submarine Reserve (who also serves as and mobilizes to Deputy COMSUBLANT). This Selected Reserve (SELRES) Flag Officer billet, normally filled by the senior 1125-designated SELRES Flag Officer in the Naval Reserve, mobilizes to, and reports directly to the senior Submarine Force Flag Officer, COMSUBLANT; and reports ADDU to COMNAVSURFRESFOR, under the command reporting authorities established by this MOU. Even though COMNAVSURFRESFOR and COMSUBLANT are not in the same chain of command, they can delegate certain authorities to a senior position that is in their respective chains of command, and which reports directly to both. Similar command authority can be delegated to Deputy COMSUBPAC and Deputy Director Submarine Warfare (N87R), senior SELRES positions under COMSUBPAC and OPNAV N87, normally filled by 1125-designated Flag Officers.

6. The successful implementation of this MOU is based largely on this last basis for delegation of authority. Director, Submarine Reserve will act as the Coordinating Authority for implementation of responsibilities shifted under this MOU from COMNAVRESFOR to the Submarine Force, and be accountable to both for the exercise of those responsibilities. Director, Submarine Reserve will further delegate many of these responsibilities as discussed in the MOU.

ADDENDUM B TO:

MEMORANDUM OF UNDERSTANDING
BETWEEN
COMMANDER NAVAL RESERVE FORCE
COMMANDER NAVAL SURFACE RESERVE FORCE

AND

COMMANDER SUBMARINE FORCE, U.S. ATLANTIC FLEET
COMMANDER SUBMARINE FORCE, U.S. PACIFIC FLEET
DIRECTOR SUBMARINE WARFARE (OPNAV N87)
COMMANDER UNDERSEA SURVEILLANCE

FOR ADMINISTRATIVE CONTROL AND ADMINISTRATIVE/LOGISTIC SUPPORT
OF RESERVE UNITS/PERSONNEL ASSIGNED TO
THE SUBMARINE AND IUSS RESERVES

RELATED TO FITNESS REPORTS ON RESERVE UNIT COMMANDING OFFICERS

1. Purpose. To delineate specific procedures to be used by the parties to the memorandum of understanding (MOU) concerning the reporting of fitness on officers assigned as commanding officer (CO) or officer in charge (OIC) of a submarine or IUSS Reserve unit.
2. Background and Intent. The purpose of the MOU is to fundamentally change the manner in which submarine and IUSS Reserve (Program One) units are administered and supported. It calls for the shifting much of the administrative control (ADCON) of the Program One Reserve units from the Naval Reserve chain of command to the regular Navy chain of command (parent command). Overall authority for these shifted ADCON functions resides with the two Submarine Type Commanders, the IUSS Type Commander and Chief of Naval Operations Director of Submarine Warfare (N87), and their subordinate commanders. A key feature of this shift is the reversing of reporting senior relationship for Program One Reserve unit COs and OICs. The MOU makes the Parent Commander the regular reporting senior and the Naval Reserve activity commanding officer the concurrent reporting senior. This change requires certain procedures be agreed to by the parties to the MOU to ensure Naval Reserve officers in Program One CO and OIC billets are not placed in a competitive disadvantage with respect to their peers in other programs.
3. Procedures: The parties to the MOU agree to the following:
 - a. Commanding officers shall submit properly authorized fitness and evaluation reports on any individual, regardless of rank, who has reported to that commanding officer for permanent, temporary or additional duty under competent written orders. (For the purposes of this addendum, a commanding officer is any person, military or civilian, who exercises command or direction of a commissioned or established Navy or Marine Corps unit or activity; or an administrative or task organization of such units or activities which has been established by competent authority. A Naval Reserve Unit has been "commissioned" or "established" if it has a CNO-approved Reserve Unit Assignment Document (RUAD)).
 - b. The Program One Reserve unit commanding officer shall be ordered to report for permanent duty to the Parent Commander, and to report for additional duty (ADDU) to the Naval Reserve activity commanding officer, under competent written orders issued by Commander Naval Reserve Force.
 - c. Regular Reporting Senior. Regular fitness reports must cover all periods when a Reserve unit commanding officer is assigned for inactive duty training (IDT). The IDT regular reporting senior is the Parent Commander to whom the Reserve unit commanding officer is ordered to report to for inactive duty training.
 - 1) Regular reports shall be submitted on detachment of the IDT regular reporting senior and/or detachment of the individual from the IDT assignment, and when periodic reports are due. Periodic reports shall be submitted on the dates specified for inactive Reservists in Annex D, of BUPERSINST 1610.10, "Navy Performance Evaluation and Counseling System".

2) The IDT regular reporting senior should comment on the performance of the Reserve unit commanding officer, and the Reserve unit, in support of that parent command, and the trait grades and promotion recommendations shall take into account the total performance of that officer.

d. Concurrent Reporting Senior. The concurrent reporting senior is the Naval Reserve activity commanding officer to whom the Program One Reserve Unit Commanding Officer has been assigned for additional duty by competent written orders. (Note- Naval Reserve activity commanding officers are frequently junior in grade to the Reserve unit commanding officers who report to them for additional duty. Where this is the case, the concurrent reporting senior will be the first officer in the Naval Reserve chain of command who is the Reserve unit commanding officer's equal or senior in grade.) This report must include comments on the performance of the Program One Reserve unit commanding officer in those ADCON areas that remain under the cognizance of the Naval Reserve activity commanding officer, and also, must fully account for performance in those ADCON areas that have shifted to the Parent Commander.

- 1) Criteria for Submitting Concurrent Reports. Concurrent fitness reports must be submitted to cover any period of additional duty, and, to provide a record of performance that was not directly observable by the IDT regular reporting senior. Concurrent reports are mandatory for individuals occupying Program One Reserve Unit Commanding Officer billets.
- 2) Occasions for Concurrent Reports. Concurrent reports shall be submitted on detachment of the concurrent reporting senior and/or detachment of the individual from the ADDU assignment, and when periodic reports are due. A concurrent report shall not cover a period exceeding 15 months.
- 3) Promotion Recommendation Summary Groups. The concurrent reporting senior shall group Regular and Concurrent reports together, when they are submitted on the same date, and shall indicate this on the summary letter.
- 4) IDT Regular Reporting Senior Countersignature. The concurrent reporting senior shall forward all copies of the report with the summary letter, to the IDT regular reporting senior, and shall retain a reproduced copy. The IDT regular reporting senior shall, within 7 days, either sign the report or return it with an explanation to the originator. After signing a Concurrent report, the IDT regular reporting senior will forward the Record and electronic copies to BUPERS; and distribute countersigned copies to the concurrent reporting senior and the member. (For Concurrent reports in the same summary group, but with different IDT regular reporting seniors: the concurrent reporting senior will forward paper copies only to the IDT regular reporting seniors; and will send reproduced copies, the summary letter, and the disk containing the electronic copies direct to BUPERS, marking all reproduced copies "UNSIGNED ADVANCE COPY", and note the circumstances in the summary letter.)
- 5) Endorsement as Concurrent/Regular Report. The IDT regular reporting senior shall not endorse a Concurrent report as a Concurrent/Regular report. Rather, the IDT regular reporting senior shall submit a Regular report as above.

e. Program One Reserve unit commanding officers shall prepare a single consolidated fitness report input, covering all requested information and all accountabilities, and to provide that input to both the regular and concurrent reporting seniors.

4. Selection Boards and Detailing. The parties to the MOU agree to provide information and guidance to selection boards and billet screening and detailing boards regarding the FITREP procedures under this MOU.

5. Effective Date. The effective date of this addendum to the memorandum of understanding is 1 October 1998.

a. Prior to 1 October 1998, Parent Commanders shall submit a Concurrent report on respective Program One Reserve unit commanding officers on the normal schedule.

b. Fiscal Year 1999 reporting periods shall include the full year and be submitted on the dates required by OPNAVINST 1610.

c. Naval Reserve activity commanding officers shall use the same reporting period they would have used prior to the adoption of this new procedure.

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